



Regional Crime Information Sharing Networks

Grant Guidelines and Application Procedures 2007

Department of Criminal Justice Services
Law Enforcement Services Section
202 North Ninth Street
Richmond, VA 23219

Issued April 14, 2008

Regional Crime Information Sharing Networks
Grant Guidelines and Application Procedures
2007

Table of Contents

I.	Introduction	Page 2
II.	Requirements/Limitations	Page 3
	1. Definition of a Jurisdiction	
	2. Eligibility	
	3. Lead Jurisdiction	
	4. Amount Available	
	5. Match Requirement	
	6. Grant Period	
	7. Information Technology	
III.	Application Deadline	Page 5
IV.	Authorized Program Expenditures	Page 5
V.	Resources	Page 6
VI.	How and Where to Submit Applications	Page 7
VII.	Application Forms and Instructions	Page 7
	1. Grant Application Form and Instructions	
	2. Itemized Budget Form and Instructions	
	3. Budget Narrative and Instructions	
	4. Project Narrative and Instructions	
	5. Memorandum of Understanding	
	6. Certification of Lobby and Debarment Form	
	7. General Grant Condition and Assurances Form	
VIII.	Reporting Requirements	Page 11
IX.	Application Checklist	Page 11

Regional Crime Information Sharing Networks
Grant Guidelines and Application Procedures
2007

I. Introduction

"These networks (regional crime information sharing networks) have allowed criminal justice agencies to share information about crimes, suspects and leads in criminal investigations. Traditional methods, such as mailing and faxing papers or telephoning neighboring agencies, have become obsolete in the age of instant access and information driven decision-making." - *Blueprints for Change: Criminal Justice Policy Issues in Virginia May 2007*

"Our success in preventing future terrorist attacks depends upon our ability to gather, analyze, and share information regarding those who want to attack us, the tactics that they use, and the targets that they intend to attack." – *National Strategy for Information Sharing October 2007*

For more than a decade, the Commonwealth of Virginia has been developing regional crime information sharing networks that today encompass more than fifty jurisdictions. These networks currently use a variety of information management software available through several vendors. Federal efforts to develop a national standard for information sharing produced the National Information Exchange Model and the Global Justice XML Data Model; the latter specifically designed for law enforcement application. The Federal Bureau of Investigation recently began the initial deployment of the Law Enforcement National Data Exchange (N-DEx), a criminal justice information sharing system that ultimately will provide the opportunity for nationwide connectivity to disparate local, state, tribal, and federal systems for the exchange of information.

In furthering the law enforcement community's goal of improving its ability to identify, investigate, and apprehend suspected terrorists before they can strike, the Department of Criminal Justice Services (DCJS) is making available federal funds for grants to support the expansion of regional crime information sharing networks. These funds are available through the 2007 Law Enforcement Terrorism Prevention Program. The objective of this grant is to expand regional crime information sharing networks that encompass every law enforcement agency desiring to participate. Authorized projects are:

Expansion of an existing network that includes the addition of at least three or more jurisdictions (Expansion solely to contiguous jurisdictions is not required.),

Creation of a new regional crime information sharing network that includes at least three or more jurisdictions, or

Regional Crime Information Sharing Networks
Grant Guidelines and Application Procedures
2007

Expansion of an existing network that includes the addition of at least one law enforcement agency within the current network geographic boundaries.

II. Requirements/Limitations

Definition of a Jurisdiction

Cities and counties within the Commonwealth of Virginia

Eligibility

Cities, counties, towns, and state-supported colleges and universities within the Commonwealth of Virginia are eligible to receive funds; however, **ONLY cities and counties may submit grant applications.**

A county may apply on behalf of towns within its boundaries if the county law enforcement agency is also participating in the network. Such towns must have full time departments of police and public works.

A county or a city may apply on behalf of any state-supported institution of higher learning within its boundaries if the county or city law enforcement agency is also participating in the network. Such institutions must be served by a law enforcement agency employing Virginia certified law enforcement officers.

Lead Jurisdiction

A city or county representing all regional network participants must submit a single application for the project as well as manage all fiscal and procurement actions for the project.

Amount Available

Funds will be awarded, **on a reimbursable basis**, to support fully justified costs necessary to participate in or develop a regional crime information sharing network. The amounts indicated below are guides only and reflect the flexibility within the grant to provide the resources required to accomplish the applicant's objectives as well as those of the grant program.

Projects involving the expansion of an existing network or the creation of a new network that includes three jurisdictions will receive approximately \$250,000.

Projects involving the addition of a single agency to a network will receive approximately \$60,000.

Regional Crime Information Sharing Networks
Grant Guidelines and Application Procedures
2007

Incremental increases are available for projects involving more than three jurisdictions or more than a single agency.

The lead jurisdiction may receive up to 2.5% of the total award to assist with project management and administration.

The inclusion of a state-supported college or university in a network project will not reduce the amount of funds available to local governments for the project; however, a signed Memorandum of Understanding must be provided with the grant application acknowledging that local share funds will be provided to a state agency (state-supported college or university).

All grant applications submitted to DCJS that define a regional crime information sharing concept will be evaluated and approved based on the merits of their justification of expenditure.

Match Requirement

There is no match requirement.

Grant Period

There are two opportunities for grant submissions. Phase I will permit projects that are ready now to proceed by mid-summer. Phase II will allow additional planning time for more complex projects without penalizing the award amount. The grant period for Phase I is August 1, 2008 through September 30, 2009 and the grant period for Phase II is October 1, 2008 through September 30, 2009.

Information Technology

Existing networks desiring to expand must comply with the National Information Exchange Model (NIEM). Such expansion projects may include the costs necessary for system modifications to meet the NIEM standards.

Grantees must ensure that any software products, used to provide system development or improvement, procured with grant funds shall be compliant with the latest specifications of National Information Exchange Model (NIEM) standards and utilize the Global Justice XML Data Model. Utilization of this standard will improve the ability of criminal justice agencies to share information, laying the foundation for criminal justice systems interoperability and ensuring the capability exists to share information in the future with other systems such as the National Data Exchange (N-DEx).

Projects that require software development must include a letter from the vendor(s) acknowledging that grant funds for final payment for such services cannot be drawn from DCJS prior to the DCJS receipt of a letter of acceptance from the grant recipient.

Regional Crime Information Sharing Networks
Grant Guidelines and Application Procedures
2007

A special condition, requiring this letter, will be attached to the grant award. This requirement helps ensure that commercial vendors understand their obligation to bring about completion of projects during the grant period. Software development contractors must also comply with the copyright ownership considerations administered by the Office of the Secretary of the Commonwealth.

All projects must comply with the 28 Code of Federal Regulations Part 23 and with Freedom of Information Act requirements.

Software development projects, which involve the indexing or enumeration of Virginia criminal code citations, must use the Uniform Statute Citation Table developed by the Virginia Department of State Police. This special condition promotes standardization and specificity of offense descriptions used in Virginia information systems.

III. Application Deadline

Applications, whether mailed or hand-delivered, must be received by DCJS no later than 4:00 p.m. on **Monday, June 30, 2008** for Phase I and no later than 4:00 p.m. on **Friday, August 29, 2008** for Phase II. Faxed or E-mailed applications will not be accepted.

IV. Authorized Program Expenditures

The items listed are not all-inclusive and are intended only to describe the broad range of authorized expenses. Virtually any task or equipment necessary to develop or participate in a regional crime information sharing network is authorized provided appropriate justification is documented within the grant application. Grant applicants are responsible for abiding by the complete list of authorized and unauthorized expenditures for the *Law Enforcement Terrorism Prevention Program* available at http://www.ojp.usdoj.gov/odp/docs/fy07_hsgp_guidance.pdf.

Equipment:

- Data servers
- Security or gateway servers
- Any information technology component required for the network
- Computers (Applicant must demonstrate such equipment is critical to the successful operation of the network.)

Supplies:

- Data sharing software
- Expendables required to support authorized equipment, training, or planning

Regional Crime Information Sharing Networks
Grant Guidelines and Application Procedures
2007

Training:

- Technical assistance to train existing staff in the operation or maintenance of any network component
- Training designed to build information sharing capacities

Planning:

- Acquiring information sharing systems
- Developing or conducting assessments
- Hiring of full- or part-time staff or contractors/consultants to assist with planning or development of information sharing networks, data extraction, and quality assurance (Grant funds shall not be used to supplant state or local funds that would otherwise be available for the same purposes.)
- Travel/per diem related to planning activities
- For individuals to be reimbursed for personal services on a fee basis, list each type of consultant or service within the itemized budget (with numbers in each category and names of major consultants when available), the proposed daily fee, and the amount of time to be devoted to such services. Individual consultant rates may not exceed the approved federal rate of \$450.00 per day.
- Management of network fiscal and procurement actions by the lead jurisdiction (The maximum amount allowed is 2.5% of the total award.)

Grant funds shall not be used to purchase firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; personal entertainment; personal phone calls; food and beverages and luxury vehicles.

Questions concerning the purchase of items in categories not covered in these guidelines should be addressed to the DCJS Homeland Security Coordinator, Sam Hoffman, at sam.hoffman@dcjs.virginia.gov. **All exceptions to the guidelines must be approved in writing prior to submission of the grant application.**

V. Resources

Completion of the Grant Application

Shelia Anderson (804) 786-9469 email shelia.anderson@dcjs.virginia.gov.

Network or System Technical Assistance

Butch Johnstone (540) 561- 6656 email butch.johnstone@dcjs.virginia.gov
Ben Wood (804) 225-4867 email ben.wood@dcjs.virginia.gov

Regional Crime Information Sharing Networks
Grant Guidelines and Application Procedures
2007

Sample Documents (Requests for Proposals, information sharing MOU's, project descriptions, etc.)

Ben Wood (804) 225-4867 email ben.wood@dcjs.virginia.gov

Information Sharing Network Plans

"Regional Crime Information Sharing Networks", *Blueprints for Change: Criminal Justice Policy Issues in Virginia August 2006*

VI. How and Where to Submit Applications

Please **mail or hand deliver an original** and **three (3) copies** of the completed grant application to:

Department of Criminal Justice Services
Grants Administration Section
202 North Ninth Street
Richmond, VA 23219

Applications, whether mailed or hand-delivered, must be received by DCJS no later than 4:00 p.m. on **Monday, June 30, 2008** for Phase I and no later than 4:00 p.m. on **Friday, August 29, 2008** for Phase II. Faxed or E-mailed applications will not be accepted. Consider mailing your application via certified mail, return receipt requested.

VII. Application Forms and Instructions

Each application for the Regional Information Sharing Network program must contain the following items in the order listed below:

Grant Application Form <http://www.dcjs.virginia.gov/cple/grants/CISN/grantapp.rtf>

Itemized Budget Form <http://www.dcjs.virginia.gov/forms/grants/grantbudg.rtf>

Budget Narrative

Project Narrative

Memorandum of Understanding (not required to accompany the application)

Certification of Lobbying and Debarment Form

<http://www.dcjs.virginia.gov/forms/grants/usdoj.doc>

General Grant Conditions and Assurances

<http://www.dcjs.virginia.gov/forms/grants/attachmentA.doc>

1) Grant Application Form

The first page of your application is the single-page Grant Application Form. Please do not alter this form. It is extremely important that you provide fax numbers, e-mail addresses as well as telephone numbers for each person listed. Use the table below to complete the Grant Application Form.

Regional Crime Information Sharing Networks
Grant Guidelines and Application Procedures
2007

Grant Application Form

<i>Information Block</i>	<i>Content</i>
Grant Program	Law Enforcement Terrorism Prevention Program
Congressional District	Indicate the Congressional District(s) in which the project will operate
Applicant	Provide the name of the lead jurisdiction
Applicant FIN	Provide the lead jurisdiction's Federal Identification Number
Jurisdiction(s) Served and Zip Codes	List all cities, counties, towns, and colleges/universities with Zip Codes participating in the project.
Program Title	Regional Crime Information Sharing Network
Type of Application	New
Project Director	Provide name and all requested contact information for person who will have day-to-day responsibility for managing the project and will be the contact if DCJS needs project-related information.
Project Administrator	The person who has authority to commit the jurisdiction to comply with terms of the grant application. This must be the jurisdiction's chief administrative officer, such as the city manager or county administrator.
Finance Officer	The individual responsible for fiscal management of the funds associated with this grant
Brief Project Description	A short description of the proposed project
Project Budget Summary	List funds requested under the "Federal" category.

2) Itemized Budget Form

You must submit DCJS' Itemized Budget Form to detail **total proposed expenditures for the project by category.** Use the information below to complete the Itemized Budget Form. Substitute forms will not be accepted.

Regional Crime Information Sharing Networks
Grant Guidelines and Application Procedures
2007

Itemized Budget Form

<i>Information Block</i>	<i>Content</i>
Personnel/Employees Salaries	Full- or part-time staff hired to assist with network planning or development
Employee Benefits	Full- or part-time staff hired to assist with network planning or development
Consultants	Compensation for individual consultant services may be no more than \$450.00 per day excluding travel. List each type of consultant or service, the proposed fee, and the estimated amount of time to be devoted to such services. Lead jurisdiction fiscal and procurement management
Travel and Subsistence for Project Personnel	Itemize total travel expenses for project personnel by local mileage, non-local, and subsistence.
Equipment	Each major item must be separately listed with its unit cost. The Budget Narrative must thoroughly explain the relevance and importance of each item in the project.
Supplies and Other Expenses	Data sharing software Expendables needed to support the project
Indirect Costs	Not applicable
Cash Funds	(Supporting this project from sources other than the grant program.) This item is optional and is included to permit those applicants wishing to do so to show any additional support provided to the proposed project, beyond the funds applied for in the grant application. The terms, conditions and assurances which apply to the grant award do not govern funds shown in this item. List the source and amount of all cash funds that will help support this project.

3) Budget Narrative

In addition to completing the Itemized Budget Form, you must provide a typed "**Budget Narrative**". In this section, briefly explain the reason for each requested budget item and provide the basis for its cost. All items requested in the Itemized Budget Form must be justified and clearly related to the proposed project. **The Narrative must also detail the proposed expenditures by category for each participating city, county, and college or university.**

4) Project Narrative

Each application for Regional Crime Information Sharing Networks funding must include a typed "**Project Narrative**" of no more than 10 pages that contains the following four

Regional Crime Information Sharing Networks
Grant Guidelines and Application Procedures
2007

sections:

- A. *Needs Assessment* (briefly describe why the project is needed and include the capability gaps that will be filled)
- B. *Goal and Objectives* (List the project goal and a minimum of two objectives)
- C. *Implementation Plan* (Briefly describe how the project will be organized and include a timeline that goes through the network's operational status)
- D. *Evaluation Plan* (Briefly describe how the project's success will be measured)

5) Memorandums of Understanding

One or more Memorandum of Understanding (MOU) is required for each project. Recognizing that the coordination necessary to produce an MOU may require some time beyond the grant application deadline, required MOU's may be submitted separately.

No grant funds will be released until all required MOU's are received by DCJS.

- A. Each grant application must include an MOU acknowledging that all project participants understand their fiscal responsibilities to complete the project described in the application and agree to the lead jurisdiction acting in their behalf. The template for this MOU will be provided by DCJS.
- B. Applications for projects that expand an existing network must include an addendum to the current operating MOU signed by an authorized representative of the existing network's governing body and the Chief of Police or Sheriff of each new participant.
- C. Applications for projects that include the participation of a state-supported college or university must include a MOU acknowledging that local share funds will be provided to a state agency (state-supported college or university). The template for this MOU will be provided by DCJS.
- D. Applications for new network projects must include a Memorandum of Understanding (MOU) among all network participants that includes at least the following information:
 - 1) **Consensus:** Agreement by participating localities on the need for a network, which agencies will participate in it, how it will be developed and operated, and signature of Chief of Police or Sheriff of each participating agency
 - 2) **Governance:** An established process for overseeing the administration of the network and ensuring that all participants are represented in the process
 - 3) **Standards:** Agreed upon technical and administrative guidelines that all participants will follow to maintain the operation and integrity of the network

Regional Crime Information Sharing Networks
Grant Guidelines and Application Procedures
2007

- 4) Support: A process through which participating users will equitably provide financial and administrative support to develop, operate and maintain the network

VIII. Reporting Requirements

This grant is a reimbursement grant. Grant reporting requirements and procedures will be included with the grant award letter.

IX. Application Checklist

Applicants must submit an original and three (3) copies of each of the following:

- ☐ Grant Application Form – signed and dated by the Project Administrator (chief administrative officer, such as the city manager, county administrator, or Chairperson of the Board of Supervisors - NOT the Sheriff or Chief of Police.)
- ☐ Itemized Budget Form
 - Figures are rounded to the nearest dollar
- ☐ Budget Narrative – explains equipment, training and consultant services in detail
- ☐ Project Narrative - does not exceed page limits and includes specified headings
- ☐ Memorandum of Understanding – signed and dated (See page 10)
 - Lead Jurisdiction MOU,
 - Expansion of network MOU, or
 - New network MOU, and if needed,
 - State-supported college or university MOU
- ☐ Certification of Lobbying and Debarment Form – completed, signed, and dated
- ☐ General Grant Conditions and Assurances – signed and dated
- ☐ Mail or hand deliver Phase I applications to DCJS by **4:00 p.m. on Monday, June 30, 2008.**
- ☐ Mail or hand-deliver Phase II applications to DCJS by **4:00 p.m. on Friday, August 29, 2008.**